

**DOWNTOWN INDUSTRIAL DISTRICT
BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING**

November 1, 2012

MINUTES

BOARD MEMBERS

Present: Dilip Bhavnani, Ernie Doizaki, Howard Klein, Matt Klein, Alexander Palermo, Larry Rauch, Mark Shinbane

Absent: James Barich, Richard Gardner, Bill Shinbane, Michael Tansey

STAFF: Estela Lopez, George Peterman, Jessica Whaley and Jessica Sweeney

CONSULTANTS: Ken Coelho; Don Steier (by telephone).

GUESTS: Lt. Pete Casey; City Councilperson Jan Perry; Senior Lead Officer Jack Richter; Sgt. Melody Hainline

I. CALL TO ORDER

Rauch called the meeting to order with a quorum at 10:01am. Introductions were made around the table.

II. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

Rauch introduced Councilwoman Jan Perry to the Board. Perry thanked the Board for allowing her to speak and provided a brief update on her Mayoral election campaign.

Lopez introduced CCEA's new Managing Director Jessica Whaley. Whaley provided background on her experience and expressed her delight in joining CCEA.

III. APPROVAL OF MINUTES

H. Klein made a motion to approve the August 3, 2012 minutes, and Rauch seconded. The Board unanimously approved.

IV. FINANCE

Coelho reviewed the Quarterly financial report and the 2013 Draft Budget with the Board:

A. Coelho reported for this quarter we have received additional assessment revenue highlighting that our delinquencies are only \$55,092, which is a small amount based on \$1.928 million of assessment revenue. We budgeted \$113,000 of delinquencies and as of the end of September we have \$55,092.

B. Coelho reported that at the end of the third quarter we have \$622,000 cash in the bank. He is projecting a year end cash balance of approximately \$75,000, which includes \$20,000 in reserves, bringing DID close to \$100,000 of carry over into next year.

C. Coelho presented the 2013 draft budget stating that assessment revenue has been increased by two percent for the year and therefore an additional \$75,000 is anticipated. Coelho added that we could have up to \$100,000 but we included \$50,000 as a conservative amount to carry over from 2012 into our 2013 budget. Total budget for 2013 is \$2,170,064.

Lopez added three things:

- 1. There is a line item in the budget for tree trimming. This has not been included in any previous operating budget. There will be an annual cost for tree trimming, although not all trees will be trimmed each year. Trees that require yearly maintenance will be done each year.**

- 2. Check-In Center:** Lopez reported that the Mayor directed LAHSA to increase the grant amount to DID for Check-In Center expenses. With this increase, DID now receives \$200,000 a year from LAHSA, which will help defray the cost of the expansion of the Check-In Center earlier this year.

Lopez also reported that DID will use one-time funds for a new software program to be installed at the Check-In Center. The same consultant who installed the dispatch mapping software will design the CIC program. The new program will create a paperless method for information retention, and will help staff more efficiently monitor and track the use of bins.

Bhavnani motioned to approve the 2013 budget and M. Klein seconded it. The Board unanimously approved.

Coelho added that DID will be using prior BID funds for purchase of three vehicles we are presently leasing, as it would be more reasonable rather than of borrowing money from the bank and paying associated fees.

V. OPERATIONS

Lopez introduced and welcomed the new leadership team of LAPD's Safer Cities Initiative. Lt. Casey gave a brief overview of the squad's operational priorities.

Peterman reported that last night our officers were working with the Safer Cities officers to clear out an encampment on Gladys Street, north of the Catholic Workers Hippie Kitchen. DID officers transported the items over to our warehouse, and while in the process of bringing items over, a container spilled some substance, which burned through the officer's pants and shoes. The officer was not seriously injured, but was treated for a dry ice burn. The material was taken to Central Station, and the Hazmat team was called. Hazmat later identified this substance as 100 percent solution of Hydrochloric Acid.

Peterman reported that BID public safety officers handled 2,046 incidents, plus 219 extra patrols in July; 2,096 incidents, plus 262 extra patrols in August; and 2,134 incidents plus 274 extra patrols in September.

During the 3rd quarter 2012, the maintenance team collected 12,444 bags of trash; removed 89 instances of graffiti; removed 464 bulky items; and 161 weeded areas in the District.

LAPD Update:

Sgt. Hainline reported that there has been an increase in stolen bikes in the Central Station area, adding that it appears the theft is resulting from the locking mechanisms, how bikes are being locked and what the bikes are being locked to. LAPD recommends getting U-locks for bikes and for individuals to register their bikes in order to assist in retrieving them if they are stolen.

Sgt. Hainline added that another idea she has been discussing is that of a valet for bicycles throughout the city, which can help businesses and also help prevent bicycles from being stolen. She asked that if any business has the extra space and can help or has an idea, to please bring it to your Senior Lead Officer.

SLO Richter reported that the Fred Jordan Mission is teaching unemployed men and women how to build bicycle ambulances to send to Africa. So far they have built and shipped 300 bicycle ambulances. Richter added that there is a church in the Pacific Palisades that is paying for cost of doing this, however the Mission is looking for 2,000 square feet of space to increase this project and Richter asked if any Board members might have or know of some space that may help these individuals' needs.

VII. EXECUTIVE DIRECTOR'S REPORT

Lopez provided an update on the decisions made but the recent BID Renewal Committee:

- **Overall assessment methodology for Zones 1 and 2 will remain the same**
- **The Assessment formula will remain the same for non profits**
- **Proposed 7 year term**

VIII. NEW BUSINESS

None.

IX. ADJOURNMENT- 11:17am